



Kentucky Department for Libraries and Archives
Local Records Program

Grant Application

Please review *Local Records Grant Guidelines* and consult with your *Regional Administrator* before completing this form. Use extra sheets if necessary and attach three written, itemized, project bid proposals for each project section. Please send the completed forms to:

Local Records Branch
Kentucky Department for Libraries and Archives
P.O. Box 537
Frankfort, Kentucky 40602-0537

Part A: Contact Information

Applicant Name: Krystal Chapman
Applicant Title: Menifee County Clerk
Office Address: 12 Main Street PO Box 123
Frenchburg, KY 40322
Phone Number: (606) 768-3512
Email Address: krystal.chapman@ky.gov
Federal ID Number: 61-085-3702

Part B: Project Summary

Total Funds Requested: \$ 22,200.00

Please provide a complete description of the proposed project. Describe the project scope and the anticipated finished product(s). Explain why these records were selected for preservation as well as their historical significance and relevance to the community. Provide proposed methods for handling the records to ensure they conform to generally accepted archival and records management standards. See the guidelines for additional examples and attach additional sheets, if needed.

See attachment



Kentucky Department for Libraries and Archives
Local Records Program

Plan of Work

Please list preferred project vendor(s) for each section, vendor addresses, and vendor phone numbers. (If not selecting lowest bid proposal, please attach a justification.)

Section 1

Vendor Name: NA

Vendor Address: _____

Vendor Phone and Email: _____

Purpose: Security Microfilming ☐ Digitization ☐ Conservation ☐ Codification ☐ Salary ☒ Equipment/Supplies ☐
(Select all that apply)

Records	Date	Series	Cost
<i>Example: Deed Books A-Z</i>	<i>1799-1858</i>	<i>L1317</i>	<i>\$6,255</i>
37 hours x 50 weeks x \$12 per hour to Index Deed books #34-77	1963-1997	L1317	\$22,200
Diazo Cost for <u>NA</u> Copies			N/A
Quality Control (Add 12.5% of the microfilming cost)			N/A
Total Cost			\$22,200.00

Section 2

Vendor Name: _____

Vendor Address: _____

Vendor Phone and Email: _____

Purpose: Security Microfilming ☐ Digitization ☐ Conservation ☐ Codification ☐ Salary ☐ Equipment/Supplies ☐
(Select all that apply)

Records	Date	Series	Cost
<i>Example: Shelving</i>	<i>N/A</i>	<i>N/A</i>	<i>\$9,040</i>
Diazo Cost for _____ Copies			
Quality Control (Add 12.5% of the microfilming cost)			
Total Cost			

****Please Attach Additional Sections, if needed.****



Kentucky Department for Libraries and Archives Local Records Program

Commitment of Local Government:

Explain the local government's commitment to a comprehensive records management program (appropriate disposition of records, designation of a records officer, and training of records personnel in records management techniques). Please detail how your office will commit resources to this project (adequate office, storage or working space; personnel; supplies; equipment; or a monetary contribution).

See attachment

Are these records stored in secure, fire resistant facilities? If no, please explain how the project will safeguard the records in questions.

Yes ☒ No ☐

Is access to these records in compliance with the state's Open Records Law (KRS 61.870-876) and in an area with proper security and supervision? If no, please explain how this project would ensure compliance.

Yes ☒ No ☐



**Kentucky Department for Libraries and Archives
Local Records Program**

Part C: Project Outcomes

1. How will this project ensure the preservation of and/or increase public access to these records? What benefit will this project be to your agency and community? How will you disseminate information about this project and its outcomes to the public?

See attachment

2. Did you consult with your Regional Administrator while completing this application? Yes ☒ No ☐

3. Can these records be removed from the office during the project? Yes ☐ No ☒ N/A ☐

4. In what format do these records exist? Select all that apply.

Paper ☒ Electronic Files ☐ Microfilm ☒ Microfiche ☐ Aperture Cards ☐

Other: _____

5. Can this project be completed within a single grant cycle (18 months)? Yes ☒ No ☐
(grant cycle for Salary grants is 48 weeks)

6. Additional information/comments:



Kentucky Department for Libraries and Archives
Local Records Program

Part D: Certification

Statement regarding expenditure of funds: The applicant agrees that funds granted under the Local Records Program will be spent solely in accordance with the project description and budget statement presented in this application. The grant recipient acknowledges that any changes in the submitted plan of project work, funding, or length must be submitted in writing to, and approved in advance by, the Kentucky Department for Libraries and Archives.

Statement regarding archival and records management policies and procedures: The applicant agrees to comply with all policies, procedures, and standards deriving from Kentucky Revised Statutes, Kentucky Administrative Regulations, as well as the policies of the Kentucky Department for Libraries and Archives and the State Libraries, Archives, and Records Commission concerning management, preservation, reproduction, and storage of public records in addition to those dealing with the official recording of such records in government offices, whether on paper, microfilm, or other medium.

Statement regarding project status and financial expenditure reporting: The applicant agrees to submit biannual Project Status and Financial Expenditure Reports during the course of the project and at the end of the project as specified in the grant contract. The grant recipient also agrees to create a separate grant fund account, maintain separate financial and programmatic records on this project, and retain source documentation such as canceled checks, paid invoices, payrolls, or other accounting documentation, which would facilitate an audit as required by statute, regulation, or administrative procedure.

Statement regarding continued records management and preservation support: The applicant agrees to make budgetary allowance to continue the work begun by this project to better manage, preserve, and secure the current and future records of this agency. The applicant also recognizes that such an allowance is a necessary operating expense that must be budgeted for on a regular basis.


Statement regarding the Americans with Disabilities Act: The applicant agrees to comply with the Title II provisions of the Americans with Disabilities Act and to submit to the Department, upon request by the Department, documentation that demonstrates compliance with the Title II requirements of the Americans with Disabilities Act.



Authorized Local Government Official



Typed or Printed Name and Title



Date



Official Custodian of Records



Typed or Printed Name and Title



Date

Part B: Project Summary

The office of Menifee County Clerk's Office is requesting a salary grant to index Deed Books 34-77. Grant funds will be used to hire a temporary staff member for a total of 1850 hours. This individual will work for 50 weeks at \$12.00 an hour for a total of \$22,200.00. This projects consists of indexing Grantees and Grantors of all deeds located in Deed Books 34-77. Once this is completed the index will then be uploaded to our county's current records system.

These records were selected based on their high usage by customers, age of original records, and historical significance to the county. Without these documents being indexed into our recording system researchers, title examiners, and customers, often have to search for the records by searching through paper indexing books page by page. This will lead to damage to these indexing books, wear, and tear on the original records, which is in great importance to the condition of these records.

When hiring a grant funded position, we will select a candidate that sustains excellent organization skills, pays attention to detail, as well as computer skills. Our staff as well as I will provide the training on the proper handling of all records to meet archival standards. Training on the methods and procedures for indexing records will be provided. We will also ask the staff person to identify any books in poor condition that may need conservation assistance.

Commitment of Local Government

The office of the Menifee County Clerk's Office is committed to a comprehensive records management program. We will work closely with our Regional Administrator Jackie Arnold on records activities and in the development of local records grant applications. We use the Local Government General Records Schedule and other appropriate agency specific records retention schedules to determine records retention and disposition. We have a designed records officer who assists with records transfer and/or destruction. Staff members are provided with records management training as it pertains to their position duties.

We are committed to this grant project, and will be providing office working space and staff time to complete the project goals. Staff members will be reviewing records before they are digitally uploaded, and reviewing all vender work products. They will also ensure that digitized records are properly uploaded into our records system. Staff will be completing grant reports as required by KDLA. In addition, we will be providing the workspace for the individual and computer in order to complete the task.

Project Outcomes Example

This project will result in the preservation of indexed documents of 43 Deed Books. These indexed records will allow our customers to be handling the indexing books less frequently which allows there to be minimal use of them which preserves their longevity. Futhermore, this allows the records to be stored with Kentucky Department for Libraries and Archives. We will post this information and its impact on the records to our social media Faceook page as well as our website. We will also notify our local newspaper of the project to inform our community.

Menifee County Clerk

Salary support scope/specifications:

Grant funds will be used for salary support to create an electronic index for Deed books.

- Digital index for Deed Books #34-77

37 hours x 50 weeks x \$12 per hour = \$22,200.00

If you have any questions, please contact:

Krystal Chapman
Menifee County Clerk
P.O. Box 123
Frenchburg, KY 40322
Phone: (606) 768-3512
Email: krystal.chapman@ky.gov

Thank You